

2018 UNIT HSA CHAIRPERSON'S TO DO LIST:

Elect an HSA nominating committee at or before your January Association meeting. Send out HSA nomination forms (included in this packet) to parents, teachers and staff by January 19, and also bring a stack to all of your PTA/PTSA meetings. Put a deadline of February 2nd for all nominations to be turned in and set up a meeting with your committee ASAP. Go over all the nominations, determine your recipients and email their names and type of award to **pam.pattera@gmail.com** as soon as possible.

Order your certificates and pins as soon as your recipients are chosen, it can take a few weeks to get them shipped. You will order from **www.capta.org** in the PTA Store. You will need to present the awards at your March Association meeting, so please plan accordingly. Your PTA President will pick up the invitations at the March Council meeting and get them to you to mail out.

Send out invitations to your past recipients as well as your school's PTA President and Principal on **March 16th 2018**. (A list of past recipients will later be emailed to you separately from Annette Fiol) Present an invitation to this year's recipient only when they are given the award at the March Association meeting. Keep one invitation for your Chairpersons book.

Fill out the Burbank PTA HSA Banquet Reservation Form (green background)

Fill out the HSA recipients and address form (pink background)

After your award presentation please ask recipient what they would like for dinner and send in both forms with a check and remittance form as soon as possible but no later than **March 30th** to Annette Fiol, 2212 N. Dymond Street, Burbank CA. 91505.

Update your HSA Recipients to your chairperson book.

Write a Bio for the program for each of your recipients. Try to find out other things they may do. Please email this to **pam.pattera@gmail.com** by **March 30th**. Choose **one short phrase or sentence** from their bio to read when recognizing them at the banquet.

Provide 2 photos of each of your recipients. You should assign someone to take portraits at the presentation or have them send a nice recent photo digitally for the photo presentation. Please make sure the photos are flattering as they will be added to the program. **No family vacation or holiday pictures please.** E-mail photos to **pam.pattera@gmail.com**. We will do a photo display and need them by **March 30th**. **Include name of recipient, school name and award.**

Please help us set up at The Castaway the day of the Banquet, April 18th 12:00 noon.

Arrive at The Castaway at 5:45 p.m. on April 18th so you can greet your Recipients, President and Principal.

Plan on staying at least 15 minutes after the event to help with the clean up.

Please email me at **pam.pattera@gmail.com** for any questions or concerns.

- Pam Pattera, BCPTA HSA Chair